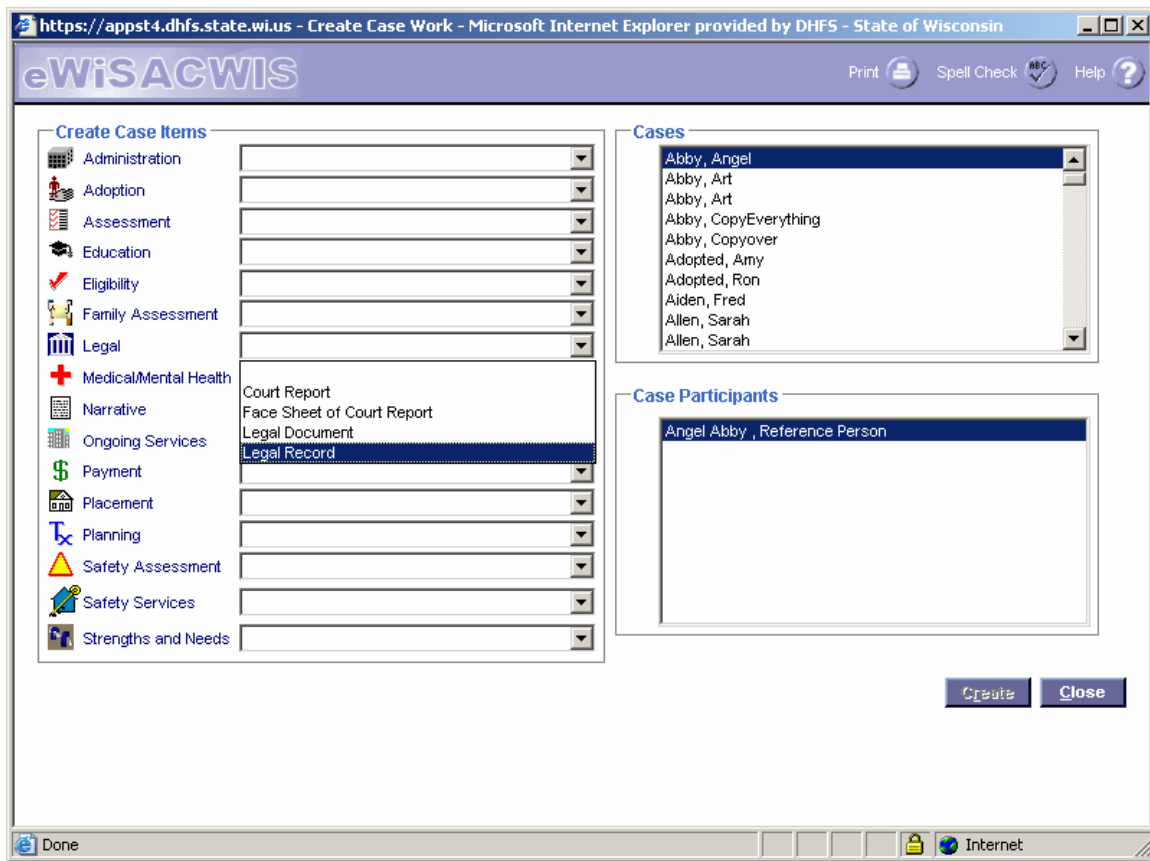


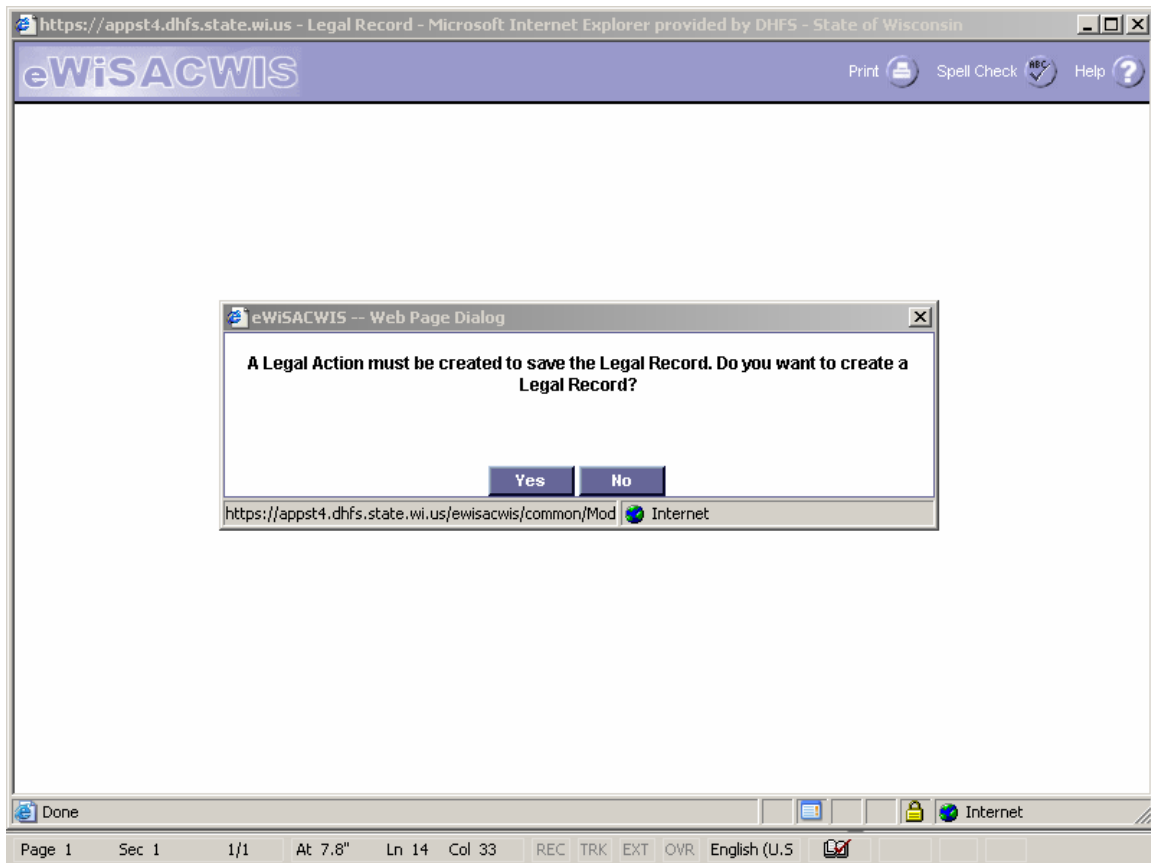
## Legal Record

The Legal Record Page is used to create Legal Actions and Legal Status's. It is also used to record Legal Actions, Legal Documents and Legal Status's. In addition it will group the Legal Action to the corresponding Legal Status.

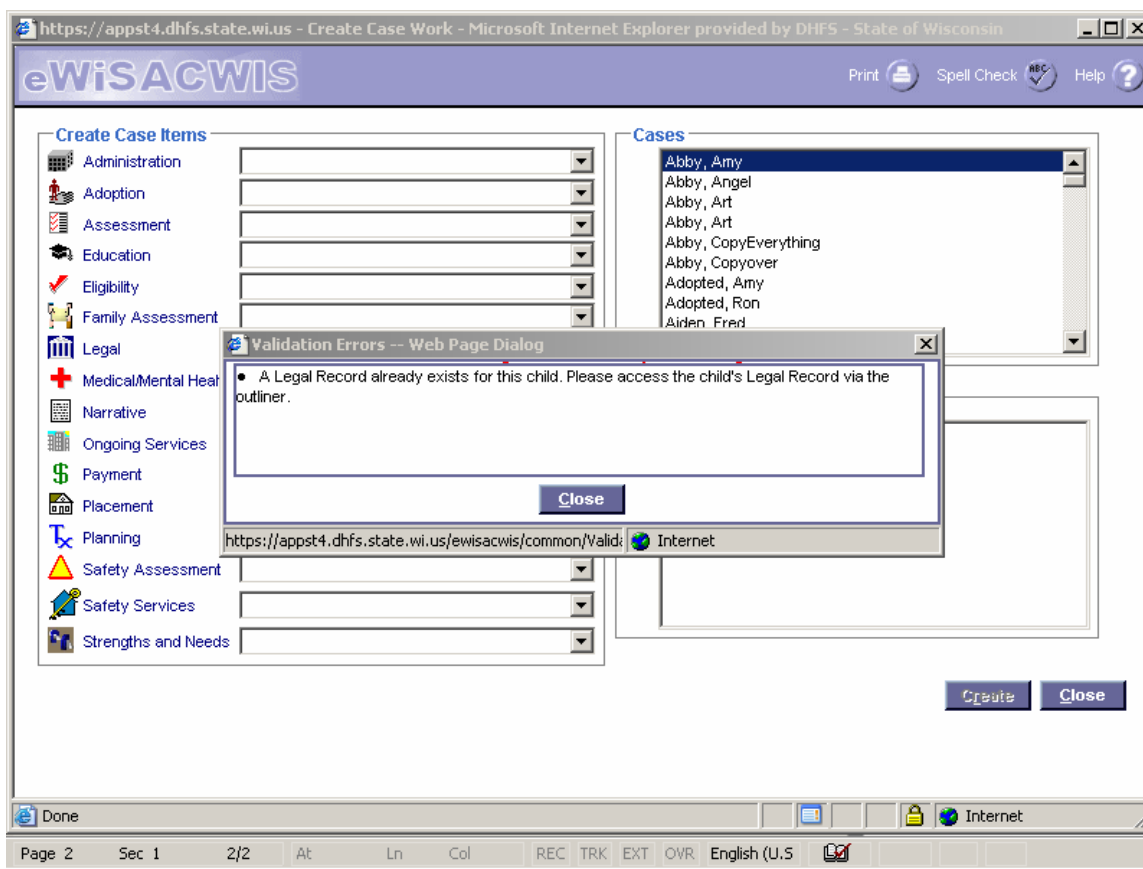
1. To create a Legal Action, Create > Casework > Legal > Legal Record > Case Name > Participant.



2. A Pop-Up Message will appear stating 'A Legal Action must be created to save the Legal Record. Do you want to create a Legal Record?' Click yes.



3. If a Legal Action has already been created a Pop-Up message will appear saying, 'A Legal Record already exists for this child. Please access the child's Legal Record via the outliner.' Close the message and access the case from the desktop.



4. If this is a new Legal Record, the Legal Action Page will open. The General Information box will pre-fill with the Case Participant and Worker name.

The Legal Action Details box is user entered. The Legal Action, Court and Court 2 boxes are mandatory fields. The Judge, Commissioner, Branch, and Tribal Contact are not mandatory fields but are user enterable.

The Court Number(s) box will be empty until the Insert button is selected. Multiple court numbers can be entered for a participant. Once selected the year, code, and court number is user entered and editable until the case is closed. Once closed, the Legal Page will be frozen. The Delete hyperlink will delete the corresponding row.

In the Legal Action Dates group box, only the Date of Legal Action Request is a mandatory field. The remaining fields are optional.

The Additional Information group box is for user entered narrative.

Under the Additional Information group box is Options. A Legal Checklist is available to reference for case workers.

Click Close. This will create the Legal Record Page.

The screenshot shows a web browser window titled "Legal Action -- Web Page Dialog" with the eWISACWIS logo. The form is divided into several sections:

- General Information:** Case Participant: Abby, Angel; Worker: Cake, Caitlin.
- Legal Action Details:** Legal Action Initiated: CHIPS Petition; Court: Circuit; Judge: Jones; Court 2: Adams County Circuit Courts, Adams County; Commissioner: Smith; Branch: ; Tribal Contact: .
- Court Number(s):** A table with columns Year, Code, Court Number, and a Delete button. The table contains one row: 03, JV, 654789. An Insert button is at the bottom.
- Legal Action Dates:** Date of Legal Action Request: 05/10/2005; Date Consult Occurred: 00/00/0000; Date Follow-up Information Submitted: 00/00/0000; Date Filed: 00/00/0000. There is a checkbox for "Decision Made Not to File".
- Additional Information:** A large text area for user-entered narrative.

The browser's address bar shows the URL: https://appst4.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp. The status bar at the bottom indicates Page 3, Sec 1, 3/3, At 5.8", Ln 4, Col 67, REC TRK EXT OVR, English (U.S).

- The Legal Record Page is accessible through the Legal Icon on the desktop. The General Information Group Box will pre-fill with the Participants Name, Person ID, Participants DOB, Case Name, and Case ID.

The Legal Record Group Box will pre-fill with historical and current Legal Actions and Results. The Legal Action will display the type of Legal Action and the date it was created. The 'Edit' hyperlink will allow the user to edit the Legal Action (as outlined on pages 3-4) and the 'Create Legal Status' will allow the worker to link a new Legal Status to the Legal Action.

https://appst4.dhfs.state.wi.us - Legal Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**General Information**

Participant Name:	Abby, Angel	Person ID:	20997	Participant DOB:	03/26/1999
Case Name:	Abby, Angel	Case ID:	9221246		

**Legal Record**

Legal Action: CHIPS Petition	Date: 05/10/2005	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved

[Historical Legal Status](#)

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done

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6. By using the Create Legal Action button on the Legal Record page, will open the Legal Action Copy page. This page will allow an existing document to be copied over into a new document by using the Copy hyperlink. If a new Legal Action is needed, click Create. By clicking Create or the Copy hyperlink, the Legal Action page will open and be editable. Click Save and Close. This will return the user to the Legal Record page.

Legal Action Copy -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

**Case Information**

Case Participant: Abby, Angel Person ID: 20997

**Legal Action Selection**

Legal Action Initiated	Participant	Date	
CHIPS Petition	Abby, Angel	05/10/2005	<a href="#">Copy</a>

Create Close

https://appst4.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp Internet

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7. Create a Legal Status by clicking on the 'Create Legal Status' hyperlink. If a current Legal Status already exists within the case when the Create Legal Status hyperlink is selected, the Legal Status Copy Page will appear. This page will allow an existing Legal Status to be copied over as a new modifiable Legal Action. If this is a New Legal Status (not a copy over) select Create on the Legal Status Copy page. The new Legal Status page appears. The participants name and previous legal status will pre-fill in the Case Participants group box.

In the Court Outcome Group Box, the Legal Action field, Judge, Commissioner, Court, Court 2, and Branch pre-fills from the Legal Action previously created and will remain editable until case closure. If a case is reopened, only newly entered legal statuses will be available for copy over and/or editing.

The 'Applies To, Result, and New Legal Status' fields are user entered. The 'Protective Custody' check box will automatically check off depending on the child's legal status.

8. The 'Initial Removal Court Findings' group box contains CTW and REPR findings language. This box is check off at the time of the first removal in an episode. Check off the appropriate finding(s).
9. The 'Court Number(s)' group box will pre-fill from the Legal Actions page.
10. Finally, the 'Legal Status Dates' group box is user enterable. The 'Hearing Date/Date Legal Status Changed' field is a mandatory field and 'Date Order Entered' is an AFCARS required entry. The 'Verified' check boxes indicate that the dates have been verified and are correct. It also activates the ticklers associated with those dates.
11. Click Save and Close. This will return you to the Legal Record page.

**Legal Status -- Web Page Dialog**

Name: Abby, Angel Previous Legal Status: None

**Court Outcome**

Legal Action: CHIPS Petition Result: Petition Granted

Applies To: Child Court: Circuit

Judge: Jones Court 2: Adams County Circuit Courts, Adams County

Commissioner: Smith Branch:

Tribal Contact:

New Legal Status: Agency Supervision-Plcmnt w/Lic Provider ☒ Protective Custody ☐ Under Appeal

**Initial Removal Court Findings**

☒ CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)

☒ REPR finding made (Reasonable efforts to prevent the removal of the child from the home were made by the agency.)

**Court Numbers**

03JV654789

**Legal Status Dates**

Hearing Date/Date Legal Status Changed: 05/16/2005 ☒ Verified?

Date Filed/Served: 00/00/0000 ☐ Verified?

**Date Order Entered:** 05/16/2005 ☒ Verified?

Order Expiration Date: 05/15/2006

Next Court Date: 00/00/0000

Court Report Due: 00/00/0000 ☐

Court Report Submitted: 00/00/0000

**Save Close**

https://appst4.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp

Page 5 Sec 1 5/5 At Ln Col REC TRK EXT OVR English (U.S)

12. In the Legal Record group box, the new Legal Status Results have pre-filled from the Legal Status page. There is an 'Edit' hyperlink that will allow the Legal Status to be updated as outlined on pages 5 and 6.

https://appst4.dhfs.state.wi.us - Legal Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**General Information**

Participant Name:	Abby, Angel	Person ID:	20997	Participant DOB:	03/26/1999
Case Name:	Abby, Angel	Case ID:	9221246		

**Legal Record**

Legal Action: CHIPS Petition	Date: 05/10/2005	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Agency Supervision-Plcmnt w/Lic Provider	05/16/2005	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved

[Historical Legal Status](#)

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done

Page 6 Sec 1 6/6 At 8.1" Ln 17 Col 5 REC TRK EXT OVR English (U.S.)



13. The next group box is 'Legal Documents'. This group box will display all Legal Documents for the participant where the participant has a role other than N/A. The document name is a Hyperlink, which launches the corresponding Legal Document page.
14. The 'Historical Legal Status' group box expando will display a list of historical legal statuses that are not tied to a specific Legal Action. If no rows are found, the user can still open the expando, however no rows will be returned.

https://appst4.dhfs.state.wi.us - Legal Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**General Information**

Participant Name:	Abby, Angel	Person ID:	20997	Participant DOB:	03/26/1999
Case Name:	Abby, Angel	Case ID:	9221246		

**Legal Record**

Legal Action: CHIPS Petition	Date: 05/10/2005	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Agency Supervision-Picmnt w/Lic Provider	05/16/2005	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved
<a href="#">Court Report</a>	Child	05/16/2005	05/16/2005

**Historical Legal Status**

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done Internet

Start Legal Record.d... https://appst4.... https://appst... Novell GroupWi... 11:53 AM

15. On the lower right of the Legal Record page, the Print Record button will allow the screen to be printed. Save and Close will allow the record to be saved and Closed returning to the desktop.

https://appst4.dhfs.state.wi.us - Legal Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**General Information**

Participant Name:	Abby, Angel	Person ID:	20997	Participant DOB:	03/26/1999
Case Name:	Abby, Angel	Case ID:	9221246		

**Legal Record**

Legal Action: CHIPS Petition	Date: 05/10/2005	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Agency Supervision-Plcmnt w/Lic Provider	05/16/2005	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved
<a href="#">Court Report</a>	Child	05/16/2005	05/16/2005

Historical Legal Status

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done

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